



★ COMMUNITY SUPPORT FLIGHT

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. This standard provides the manpower needed to support a Community Support Flight during peacetime. It does not apply to the Air National Guard or Air Force Reserve. This AFMS does not apply to bases where a cost comparison study (OMB Circular A-76) was conducted. Both a positive and negative mission variance must be developed for all work within the organization that has undergone a cost comparison study. A negative variance should also be developed to account for any work accomplished by Contract Manpower Equivalents (CMEs). This AFMS was developed in accordance with the requirements outlined in AFI 34-111, *Air Force Skills Development Program*; AFI 34-110, *Air Force Outdoor Recreation Programs*; and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBA, 550 E Street East, Randolph AFB Texas 78150-4451.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 45GX, 4 March 1994, and a portion of AFMS 45DX, 6 May 96. It is being reaccomplished because of the Services reorganization into small, medium, and large organizations. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS and renumbering of all paragraphs. Changes are identified with a star (★).

1. Core Composition. The Community Support Flight provides skills development-type recreation, outdoor recreation programs, recreation supply (checkout), and a ticket and tour operation to the wing, and is responsible for the following activities:

1.1. Community Support Flight Chief (FAC 45G0). Responsible for administration of the Community Support Flight.

1.2. Skills Development (FAC 45G4) (formerly referred to as Arts and Crafts). Responsible for providing recreation and education to the wing through multicraft shops, auto craft shops, and woodworking shops.

1.3. Outdoor Recreation (FAC 45G5). Responsible for providing recreation activities such as: camping areas, on- and off-base recreation areas, equipment checkout, recreational swimming pools, marinas, overnight campsites, recreational lodging, parks, playgrounds, picnic areas, and skeet and trap ranges not managed by membership clubs.

1.4. Recreation Supply (Checkout). Responsible for providing information, reservation, and rental system for the use of recreational equipment to military and civilian members of the DoD and their families. This section has nonappropriated fund (NAF) personnel only.

1.5. Information, Ticket and Tour Activity. Responsible for providing activities related to Ticket and Tour services.

2. Standard Data. See Attachments 2 through 5 for this information.

3. Application Instructions. Refer to Attachment 1 to identify if this AFMS applies to your location. Total the organization manpower requirements after applying the individual standards in the attachments. Any variances are added or subtracted to or from the total authorizations by attachment. Round using current rounding rules.

4. Statement of Conditions (SOC). See Attachments 2 through 5 for this information.

JAMES M. JENKINS, Major, USAF
Chief, Systems Integration and Support Division
Air Force Center for Quality and Management Innovation

Attachments

1. Applicability Matrix
2. Community Support Flight Chief
3. Skills Development Program
4. Outdoor Recreation
5. Information, Ticket and Tour Activity

★APPLICABILITY MATRIX

APPLICABLE AFMS	45XA	45XB	45XC	45XD	45XE	45XF	45XG	45XH	45XI
Large Bases*	X	X	X	X	X			X	X
Medium Bases**	X			X	X	X		X	X
Small Bases***	X				X		X	X	X

*All bases supporting an assigned military population (Air Force plus other US Services) above 5,000 and bases in PACAF and USAFE with an assigned military population above 1,000 designated as remote and isolated IAW AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*.

**For all CONUS bases with an assigned military population from 1,000 to 5,000 and all overseas bases with an assigned military population up to 5,000 not otherwise designated large bases.

***For all CONUS bases with an assigned military population below 1,000.

COMMUNITY SUPPORT FLIGHT CHIEF (45G0)

A2.1. Core Composition. Not applicable.

A2.2. Standard Data:

A2.2.1. **Approval Date.** 15 October 1996.

A2.2.2. **Man-hour Data Source.** Not applicable (Constant Manning).

A2.2.3. **Man-hour Equation.** Y = 1 position.

A2.2.4. **Workload Factor.** Not applicable.

A2.2.5. Points of Contact:

A2.2.5.1. **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A2.2.5.2. **AFMEA Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A2.3. Application Instructions. One position is earned if the flight has a Skills Development Program and Outdoor Recreation. Refer to the manpower table at Appendix B for grade and skill.

A2.4. Statement of Conditions (SOC). This position may be an officer authorization. However, the offset for the officer billet must be taken from the total number of officer authorizations earned in the Combat Support Flight.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

COMMUNITY SUPPORT FLIGHT CHIEF

ADMINISTERS COMMUNITY SUPPORT FLIGHT:

A2A.1. REVIEWS AND EVALUATES SKILLS DEVELOPMENT PROGRAM, OUTDOOR RECREATION, RECREATION SUPPLY (CHECKOUT) PROGRAM, AND TICKET AND TOUR OPERATION.

A2A.2. COORDINATES AND EVALUATES BUDGET FOR COMMUNITY SUPPORT FLIGHT.

A2A.3. DEVELOPS PLAN, STRATEGY, AND MARKETING PROGRAM FOR COMMUNITY SUPPORT FLIGHT PROGRAM.

A2A.4. DEVELOPS TRAINING PROGRAM FOR ALL EMPLOYEES IN COMMUNITY SUPPORT FLIGHT.

A2A.5. ENSURES COMPLIANCE WITH THE SERVICES AFFIRMATIVE ACTION PLAN.

A2A.6. ANSWERS AND STAFFS COMMUNITY SUPPORT FLIGHT CUSTOMER COMPLAINT OR INQUIRY.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Community Support Flight Chief/45G0			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Services	34M3	*CIV	1								
*This position may be an officer authorization. However, the offset for the officer billet must be taken from the total officer authorizations earned in the Combat Support Flight.											
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

PROCESS ANALYSIS SUMMARY**COMMUNITY SUPPORT FLIGHT CHIEF**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS COMMUNITY SUPPORT FLIGHT	MILITARY POPULATION	1.000
TOTAL FRACTIONAL MANPOWER		1.000

SKILLS DEVELOPMENT PROGRAM (45G4)

A3.1. Core Composition. This AFMS was developed for a Skills Development Program to support the wing.

A3.1.1. Core Section Manpower Required. 4

A3.1.2. Core Range. 4

A3.1.3. Programming Factor. Authorized Military Population

A3.2. Standard Data:

A3.2.1. Approval Date. March 1994

A3.2.2. Man-hour Data Source. Historical data/questionnaire.

A3.2.3. Man-hour Equation. $Y = 4$ (constant manpower) for installations that have a Skills Development Program that include the activities listed in paragraph A3.2.4.2. below.

A3.2.4. Workload Factor.

A3.2.4.1. Title. An established Skills Development Program.

A3.2.4.2. Definition. An established Skills Development Program with activities contained in the following list:

A3.2.4.2.1. Program Management. Provides management for all activities within the Skills Development Program.

A3.2.4.2.2. Auto Craft Shop. Provides management, equipment control, instruction, and general oversight of the activity that contains equipment, tools, supplies, and working space used to repair automobiles and other vehicles.

A3.2.4.2.3. Multicrafts Shop. Provides management, equipment, tool control, instruction, and general oversight of the activity that contains equipment, tools, supplies, and working space for types of crafts that can include pottery, ceramics, photography, fine arts, lapidary, fabrics, and miscellaneous crafts.

A3.2.4.2.4. Woodworking/Industrial Arts Shop. Provides management, equipment, tool control, instruction, and general oversight of the activity that contains equipment, tools, supplies, and working space for woodworking, and/or industrial arts types of crafts.

A3.2.4.3. Source. Local count of Skills Development Program activities.

A3.2.5. Points of Contact:

A3.2.5.1. Functional Representative. Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A3.2.5.3. AFMEA Representatives. Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A3.3. Application Instructions:

A3.3.1. This is a constant manning section.

A3.3.2. Installations earn one authorization for each activity to include Multicrafts Shop, Auto Craft Shop, and Woodworking/Industrial Arts shop, and one authorization for the overall Skills Development Program. Add or subtract any applicable variances.

A3.4. Statement of Conditions (SOC). The following hours of operation are suggested in AFI 34-111, *Air Force Skills Development Program*, for the Skills Development Program: Multicrafts Shop, 40 to 50 hours per week; Auto Craft Shop, 45 to 60 hours per week; Woodworking/Industrial Arts Shop, 40 to 48 hours per week.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**SKILLS DEVELOPMENT PROGRAM****A3A.1. ADMINISTERS SKILLS DEVELOPMENT PROGRAM:**

- A3A.1.1. PLANS AND EVALUATES PROGRAM.
- A3A.1.2. DEVELOPS OPERATIONAL DIRECTIVE.
- A3A.1.3. DETERMINES FACILITY REQUIREMENT.
- A3A.1.4. DETERMINES PERSONNEL REQUIREMENT.
- A3A.1.5. DETERMINES EQUIPMENT REQUIREMENT.
- A3A.1.6. DEVELOPS BUDGET.
- A3A.1.7. MONITORS FISCAL OPERATION.
- A3A.1.8. PROVIDES TECHNICAL GUIDANCE.
- A3A.1.9. PROVIDES CONTRACT NEGOTIATION INPUT.
- A3A.1.10. PRACTICES PUBLIC RELATIONS.
- A3A.1.11. PREPARES SERVICE CONTRACT.

A3A.2. ADMINISTERS MULTICRAFTS SHOP:

- A3A.2.1. REGISTERS/ASSISTS PATRON.
- A3A.2.2. MANAGES FUNDS.
- A3A.2.3. PROVIDES INFORMATION.
- A3A.2.4. CONDUCTS INVENTORY.
- A3A.2.5. REPAIRS EQUIPMENT.
- A3A.2.6. DETERMINES EQUIPMENT REQUIREMENT.

A3A.3. ADMINISTERS AUTO CRAFT SHOP:

- A3A.3.1. REGISTERS/ASSISTS PATRON.
- A3A.3.2. MANAGES FUNDS.
- A3A.3.3. PROVIDES INFORMATION/INSTRUCTION.
- A3A.3.4. DETERMINES TOOL AND SUPPLY NEEDS.
- A3A.3.5. REPAIRS TOOL AND EQUIPMENT.
- A3A.3.6. OPERATES TOOL ISSUE.
- A3A.3.7. INSPECTS AND MAINTAINS SERVICES VEHICLE.

A3A.4. ADMINISTERS WOODWORKING/INDUSTRIAL ARTS SHOP:

- A3A.4.1. REGISTERS/ASSISTS PATRON.
- A3A.4.2. MANAGES FUNDS.
- A3A.4.3. PROVIDES INFORMATION/INSTRUCTION.
- A3A.4.4. DETERMINES TOOL AND SUPPLY NEED.
- A3A.4.5. REPAIRS TOOL AND EQUIPMENT.
- A3A.4.6. OPERATES TOOL ISSUE.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Skills Development Program/45G4			N/A							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Services Craftsman	3M071	CIV	1							
Services Journeyman	3M051	CIV	1							
Structural Journeyman	3E351	CIV	1							
General Purpose Vehicle Maintenance Journeyman	2T451	CIV	1							
TOTAL			4							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

VARIANCES

SKILLS DEVELOPMENT PROGRAM

A3C.1. Title. Negative Mission Variance for the Absence of Either an Auto Craft Shop, Multicrafts Shop, Woodworking/Industrial Arts Shop, or an Entire Skills Development Program.

A3C.1.1. Definition. This negative variance includes time to delete from the core AFMS if an installation does not have a multicrafts shop, auto craft shop, woodworking/industrial arts shop, or an entire Skills Development program.

A3C.1.2. Impact. -1.00 to -4.00 constant manpower requirement. See paragraph A3C.1.3., Applicability, to determine impact.

A3C.1.3. Applicability. The core manpower was based on an installation having a Skills Development program which included a multicrafts shop, auto craft shop, and a woodworking/industrial arts shop. Subtract one manpower authorization each for the absence of a multicrafts shop, auto craft shop, and a woodworking/industrial arts shop. Subtract four authorizations if there is no Skills Development program.

A3C.2. Title. Positive Environment Variance for Installations on the Remote or Isolated Base List and All Overseas Installations.

A3C.2.1. Definition. This variance includes time for an additional authorization in the auto craft shop program. This variance is required because of the nonavailability of commercial auto repair facilities at remote and overseas locations. It also includes time for operating a used auto parts sales store using wrecked and abandoned vehicles.

A3C.2.2. Impact. +1.000 constant manpower requirement.

A3C.2.3. Applicability. The core manpower was based on an installation having an auto craft shop which operates between 45 and 60 hours per week. This variance applies to installations on the remote or isolated base list, and overseas bases which operate an auto craft shop over 60 hours per week. Add one General Purpose Vehicle Maintenance Apprentice, AFSC 2T431.

A3C.3. Title. Positive Mission Variance for a Skills Development Program at Gunter Annex.

A3C.3.1. Definition. The Skills Development Program is responsible for providing an Auto Craft Shop and a Multicrafts Shop at Gunter Annex. An assistant program manager is required due to geographical separation in addition to managers for Auto Craft Shop and Multicrafts Shop.

A3C.3.2. Impact. +3.000 constant manpower requirement.

A3C.3.3. Applicability. Applies to Maxwell AFB only if the facilities at the Gunter Annex are managed separately from the Skills Development function at Maxwell AFB. Add one Services Craftsman, AFSC 3M071; one Services Journeyman, AFSC 3M051; and one General Purpose Vehicle Maintenance Journeyman, AFSC 2T451.

PROCESS ANALYSIS SUMMARY**SKILLS DEVELOPMENT PROGRAM**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS SKILLS DEVELOPMENT PROGRAM	A SKILLS DEVELOPMENT PROGRAM	1.000
ADMINISTERS MULTICRAFTS SHOP	A MULTICRAFTS SHOP OPERATING 40 - 50 HOURS/WEEK	1.000
ADMINISTERS AUTO CRAFT SHOP	AN AUTO CRAFT SHOP OPERATING 45 - 60 HOURS/WEEK	1.000
ADMINISTERS WOODWORKING/ INDUSTRIAL ARTS SHOP	A WOODWORKING/ INDUSTRIAL ARTS SHOP OPERATING 40 - 48 HOURS/WEEK	1.000
TOTAL FRACTIONAL MANPOWER		4.000

OUTDOOR RECREATION (45G5)

A4.1. Core Composition. This AFMS was developed for an Outdoor Recreation program to the wing.

A4.1.1. **Core Section Manpower Required.** 2

A4.1.2. **Core Range.** 2

A4.2. Standard Data:

A4.2.1. **Approval Date.** July 1992.

A4.2.2. **Man-hour Data Source.** Historical data/questionnaire.

A4.2.3. **Man-hour Equation.** $Y = 2$ (constant manpower) for an Outdoor Recreation program that includes at least four of the outdoor activities listed in paragraph A4.2.4.2. below.

A4.2.4. Workload Factor:

A4.2.4.1. **Title.** An Established Outdoor Recreation Program.

A4.2.4.2. **Definition.** An established outdoor recreation program with activities contained in the following list:

A4.2.4.2.1. **Camping Areas.** Overnight areas suitable for tent or small self-contained RV camping. Sites do not include water and electric hook-ups.

A4.2.4.2.2. **On-Base Recreation Areas.** On-base locations managed for outdoor recreation use. May include swimming beaches, hiking or fitness trails, hunting areas, or fishing docks and piers, and may include an outdoor recreation equipment checkout component IAW TA-410 (e.g., fishing tackle and small watercraft).

A4.2.4.2.3. **Off-Base Recreation Areas.** Off-base locations managed for outdoor recreational use. May include swimming beaches, hiking or fitness trails, hunting areas, or fishing docks and piers, and may include an outdoor recreation equipment checkout component IAW TA-410 (e.g., fishing tackle and small watercraft).

A4.2.4.2.4. **Outdoor Recreation Equipment Checkout.** Operations that support Services organized or self-directed outdoor recreation activities through the provision of equipment items authorized APF support IAW TA-410, Part B.

A4.2.4.2.5. **Recreational Swimming Pools.** Indoor or outdoor pools managed primarily for recreational aquatics rather than fitness or training purposes. (Does not include pools managed by Open Messes or by the Military Physical Fitness Center).

A4.2.4.2.6. **Marina.** Rental of watercraft, private boat berthing or mooring operations, and resale operations in excess of bait, gas, prepackaged snacks and beverages, and minor sundries.

A4.2.4.2.7. **FAMCAMP.** Overnight campsites designed specifically for privately owned or leased recreational vehicles such as motor homes, pop-up campers, travel trailers, or pick-up campers. Sites included must provide water and electric hook-ups.

A4.2.4.2.8. **Skeet and Trap.** Shooting range operations managed by the outdoor recreation program. Do not include operations managed by membership clubs (IAW AFI 34-121, *Other Recreation Membership Clubs Programs*) or private organizations (IAW AFI 34-123, *Private Organization Programs*).

A4.2.4.2.9. **Recreational Lodging.** On- or off-base operations designed to provide overnight accommodations. Includes cabins, cottages, mobile homes, lodge rooms, pre-sited travel trailers and campers, or enclosed sleeping shelters.

A4.2.4.2.10. **Parks, Playgrounds, and Picnic Areas.** Developed areas designed to accommodate typical family and group outdoor recreation. Facilities generally include picnic tables, shelters and pavilions, barbecue grills, bathrooms, playground structures, volleyball courts, and horseshoe pits.

A4.2.4.2.11. **Other Outdoor Areas.** Includes any on- or off-base area, facility, or operation that does not fit into any other category. (Examples: Equestrian Centers or Stables, Alpine or Nordic Ski Operations, Small Animal Zoos, Nature Centers and Skating Rinks).

A4.2.4.2.12. **Outdoor Recreation Equipment Rental.** Operations that provide outdoor recreation equipment items not authorized APF support IAW TA-410, Part B.

A4.2.4.3. **Source.** Local count of Outdoor Recreation activities.

A4.2.5. Points of Contact:

A4.2.5.1. **Functional Representative.** Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A4.2.5.2. **AFCQMI Representatives.** Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A4.3. Application Instructions:

A4.3.1. This is a constant manning section.

A4.3.2. Installations earn two authorizations for the Outdoor Recreation program when they have four or more of the outdoor activities listed in the workload definition list. Add or subtract any applicable variances.

A4.4. Statement of Conditions (SOC). There are no unusual conditions that impact on this section.

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**OUTDOOR RECREATION****A4A.1. ADMINISTERS OUTDOOR RECREATION PROGRAM:**

- A4A.1.1. DETERMINES PROGRAM REQUIREMENT.
- A4A.1.2. MONITORS FISCAL OPERATION.
- A4A.1.3. DEVELOPS STUDY.
- A4A.1.4. DEVELOPS MARKETING AND PROMOTIONAL PLAN.
- A4A.1.5. DEVELOPS AND IMPLEMENTS PROGRAM SCHEDULE.
- A4A.1.6. DEVELOPS BUDGET.
- A4A.1.7. PREPARES CONTRACT.
- A4A.1.8. DEVELOPS AND IMPLEMENTS OUTDOOR ACTIVITY.
- A4A.1.9. DIRECTS OPERATION OF ON- OR OFF-BASE OUTDOOR RECREATION AREA FACILITY.
- A4A.1.10. PREPARES SERVICE CONTRACT.

A4A.2. MONITORS FACILITY AND EQUIPMENT:

- A4A.2.1. ESTABLISHES SITE RESERVATION SYSTEM.
- A4A.2.2. ENSURES FACILITY AND EQUIPMENT CLEANUP.
- A4A.2.3. ADVISES OF REQUIREMENT FOR CONSTRUCTION, REPAIR, OR MODIFICATION.
- A4A.2.4. PROVIDES OUTDOOR RECREATION LITERATURE.
- A4A.2.5. PROVIDES REFERRAL SERVICE.
- A4A.2.6. MAINTAINS SPECIALIZED OUTDOOR RECREATION EQUIPMENT.
- A4A.2.7. MAINTAINS GENERAL OUTDOOR RECREATION EQUIPMENT.

[illegible]

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

VARIANCES**OUTDOOR RECREATION**

A4C.1. Title. Negative Environment Variance for the Outdoor Recreation Program at Installations With Less Than Four Outdoor Recreational Areas.

A4C.1.1. **Definition.** This is a negative variance for installations with less than four outdoor recreation areas/programs of those listed in Attachment 4, Outdoor Recreation, paragraph A4.2.4.

A4C.1.2. **Impact.** -1.000 constant manpower requirement.

A4C.1.3. **Applicability.** The core manpower was based on an installation with at least four outdoor recreational areas. Subtract one Services Journeyman, AFSC 3M051, if this variance applies.

A4C.2. Title. Positive Mission Variance for the Operation of a Year-Round Swimming Pool.

A4C.2.1. **Definition.** This positive variance provides manpower for executive control and supervision of year-round swimming pools.

A4C.2.2. **Impact.** +1.000 constant manpower requirement.

A4C.2.3. **Applicability.** This variance applies to the Outdoor Recreation element at the following bases. Add one Services Journeyman, AFSC 3M051

BASES:

Albrook	Lakenheath
Andersen	Langley
Edwards	Malmstrom
Eielson	Minot
Ellsworth	Misawa
Elmendorf	Mountain Home
Fairchild	Offutt
Grand Forks	Patrick
Griffiss	Peterson
Hickam	USAF Academy
Hill	Vandenberg
Howard	F.E. Warren
Kirtland	Wright-Patterson
Lackland	Yokota

PROCESS ANALYSIS SUMMARY**OUTDOOR RECREATION**

PROCESS TITLE	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
ADMINISTERS OUTDOOR RECREATION PROGRAM	AN OUTDOOR RECREATION PROGRAM	1.000
MONITORS FACILITIES AND EQUIPMENT	AN OUTDOOR RECREATION PROGRAM	1.000
	TOTAL FRACTIONAL MANPOWER	2.000

INFORMATION, TICKET AND TOUR ACTIVITY

A5.1. Core Composition. This AFMS was developed for an Information, Ticket and Tour Activity to the wing.

A5.1.1. Core Section Manpower Required. 1

A5.1.2. Core Range. 1

A5.2. Standard Data:

A5.2.1. Approval Date. May 1996.

A5.2.2. Man-hour Data Source. Workshop Measurement

A5.2.3. Man-hour Equation. $Y = 1$

A5.2.4. Workload Factor. NA

A5.2.5. Points of Contact:

A5.2.5.1. Functional Representative. Mr. Billy Carter, HQ AFSVA/SVXH, DSN 487-2826.

A5.2.5.2. AFCQMI Representatives. Mr. Larry McAllister, AFCQMI/MQBA, DSN 487-5910, ext 3123; and Ms. Audrey Tudyk, AFCQMI/MQBA, DSN 487-5910, ext 3107.

A5.3. Application Instructions:

A5.3.1. Core (fixed). Allocate one manpower requirement to the Information, Ticket and Tour Activity.

A5.3.2. Variances. Determine manpower requirement for each approved variance in Appendix C that applies to the base undergoing application.

A5.3.3. Total. Sum results of paragraphs A5.3.1. and A5.3.2. above to determine the total whole manpower requirement and round using current rounding rules. Consult the standard manpower table at Appendix B for skill and grade.

A5.4. Statement of Conditions (SOC). No more than one appropriated fund authorization will be devoted to a ticket and tour operation (with the exception of the USAF Academy).

Appendices

A - Process Oriented Description

B - Standard Manpower Table

C - Variances

D - Process Analysis Summary

PROCESS ORIENTED DESCRIPTION

INFORMATION, TICKET AND TOUR ACTIVITY

OPERATES INFORMATION, TICKET AND TOUR ACTIVITY:

A5A.1.1. PROVIDES INFORMATION.

A5A.1.2. MAKES RESERVATION.

A5A.1.3. PROVIDES TICKET SERVICE.

A5A.1.4. PROVIDES TOUR SERVICE.

A5A.1.5. MAINTAINS FUND AND TICKET ACCOUNTABILITY.

VARIANCE

INFORMATION, TICKET AND TOUR ACTIVITY

A5C.1. Title. Positive Environmental Variance for Support of Cadet Population.

A5C.2. Definition. Provides for the added responsibility given to the Information, Ticket and Tour Activity to provide a social recreation programming Ticket and Tour operation in support of over 4,000 cadets.

A5C.3. Applicability and Impact. Add +1 authorization for USAF Academy only.

PROCESS ANALYSIS SUMMARY
INFORMATION, TICKET AND TOUR ACTIVITY

PROCESS TITLE	MANPOWER
Operates Information, Ticket and Tour Activity	1
TOTAL MANPOWER	1